

**LOUDOUN COUNTY FIRE ADVISORY COUNCIL, INC.**  
**16600 Courage Court**  
**Leesburg, Virginia 22075**  
**(703) 777-0333 Fax: (703) 771-5359**  
**October 17, 2001**  
**Minutes**

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The meeting of the Loudoun County Fire Advisory Council was held on October 17, 2001 at the Training Center. The meeting was called to order by Chair Mickey Buchanan at 7:35 p.m.

Roll Call: 1, 2, 4, 6, 8, 9, 10, 11, 12 and 16 were present.

Absent: 3 and 7 on calls

Fire Council Officers Present: Mickey Buchanan, Jim Cunningham and Karen Spalding

Absent: None

Approval of Minutes: No Quorum

Public Comments: None.

Treasurer's Report: Karen Spalding reported that there is a balance of \$5,703.28

Committee Reports

Officer Development/Training Committee: No Report

Committee Members: Buddy Owens – Co 3, Steve Jacobus – Co 5, Tim McGann Co 5, Scott Lambert Co 6, Tom Graling Co 9, David Short Co 11, Josh Cooper LCFR, Sheila Minnick Co 14, Jose Salizar BLS and Garrick Terry –ALS.

Staff: Keith Brower discussed the recent complaints of anthrax in Loudoun. Procedures for Fire and Rescue to hand materials over to law enforcement. 2 person HazMat Tech.'s on duty 24/7. Keith Brower reported that dispatch moved 2 weeks ago. 800 system to wait for spring. Jack Brown will be returning from military duty and Mike Richardson has been covering for Keith. Proffer replacement fund information has been sent out. ID cards make up date is Nov 1 and continuing. Mike Carter will be moving to the CAD position.

EMS Council Representative: No Report

Commission Report:

Communications: Projected completion of 800 MHz project is December '02. Additional staff to be hired when space is available.

R/R Committee: Shirley Flippo requested additional participation from Companies to set goals for next year. Meetings are the second Wednesday of each month. In August meeting to plan visits to each Company 8 to explain R & R. Mr. Brooks to come back to discuss legalities. Peggy Smedley working on handbook. Flyers distributed to the Treasurer's office to go out with tax bills.

Committee Members: Roy Ott, Joe Habib, Ray Muth and Shirley Flippo

Chiefs' Committee: No Report

## Old Business

- A. The county has developed a Unit Command Board that were distributed to each company. Chair asked that each company be issued one to start on a trial basis. Please try the boards and forward any recommendations to the Chair. Keith passed around a smaller version of the incident command board. COG draft of new IMS was distributed; contact Keith Brower if you did not receive. COG distribution / implementation date is July.
- B. Question from Company 10 regarding the Dry Hydrants and responsibility for maintenance. Staff and the FM Office are looking into these matters. A meeting will be held on November 01 at 1800 to discuss available options. Maria sent a survey out on dry hydrant needs. Please get these back ASAP. The county has \$200,000 in funds to use for the project. Jim asked for a timetable / update to be provided by Keith Brower.
- C. Question from Company 10 regarding the draft Service Agreements. These will be negotiated with each Company. They were received from the County Attorney's Office and the Commission has approved a Draft to go to the Board of Supervisors on March 5, 2001. Jack Brown reported that the County Attorney requested that the funding portion be removed to a separate agreement. Keith reported there is a meeting on Friday, April 20, 2001.
- D. At the November meeting, John Wisner distributed HazMat Business Plan that included dispatch criteria. A motion was made to endorse the dispatch criteria for the HazMat Team by Company 8 seconded by Company 7. Motion carries. Capt. Wisner will forward this to the Commission for action. Turned over to Senior Staff.
- E. Volunteer database will be ready to maintain points next year. Keith Brower requested a couple of people to be on the committee with Matt Partlow and Marty Mantelle to look at software packages for fire station management and fire reporting. Currently being tested. Keith Brower to check on the status with Matt.
- F. Question on the Motorola Minitor III and their compatibility with our system. We have been told that the Minitor III will only accept one set of tones. You would not be able to have a company tone and an officer tone in the same minitor. Chair spoke with Allan Colby. Requested a survey from each Company on how many Minitor II they have and tone decks.
- G. SCBA Mask Fit Testing – Department staff will be scheduling with Companies. Mickey to follow up.
- H. Request to take a look at apparatus specification guidelines – to be discussed at next Chief's meeting.
- I. Discussion on Box Mapping System. Motion made and approved to let ECC develop a box grid system to replace the current map grid system. Approved at Chief's Meeting. Approved by EMS Council and going to Commission in September.
- J. Discussion on using Street Names and discontinue the use of Route numbers when dispatching responses. Motion made by Company 4 and seconded by Company 1. Motion carries. Will be forwarded to EMS Council for action. Passed by EMS Council and will go to the Commission in September.
- K. Maps of 1<sup>st</sup> due areas will be distributed after the box numbering system is completed.

New Business

- A. Bob Drydon will be Batt. 2 representative on the Fire Rescue Commission to fill the position vacated by Buddy Smith.
- B. Change initial structure fire dispatch back to 2 tankers in non-hydrant areas. Amend working fire dispatch to add 1 tanker along with the RIT engine in non-hydrant areas. Motion passed.

Meeting adjourned at 8:30 p.m. The next meeting will be held on November 21, 2001.

Respectfully submitted,

Karen Spalding  
Recording Secretary/Treasurer  
Loudoun County Fire Advisory Council, Inc.

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